

CIA INTERNAL USE ONLY

14 July 1960

MEMORANDUM FOR: Chief, Records Management Staff
FROM : Records Officer, Medical Staff
SUBJECT : Records Control Schedule

The following recommended changes in the Medical Staff's Records Control Schedule are forwarded for your approval:

1. Psychiatric Staff:
 - a. Staff Subject Files - Item #38
Temporary. Destroy after 2 years. Cut off at the end of each calendar year. Hold for ~~one~~ ² year, then destroy. *RD*
 - b. Psychological Test Files - Item #44
Temporary. Destroy after 20 years. Transfer each year's accumulation to the Records Center at the end of the year.
2. Clinical Division:
 - a. Division Subject Files - Item #47
Temporary. Destroy after 2 years. Cut off at the end of each calendar year. Hold for ~~one~~ ^{2 yrs} year, then destroy. *RD*
 - b. Master Immunization Cards - Item #59
Temporary. Destroy after 10 years. Screen file annually and retire to Records Center 5 years after date of last shot. Center will hold for 5 years and destroy.
3. Operations Division
 - a. Medical Support Cables - Item #69
Temporary. Destroy after 3 years. Cut off at the end of each calendar year. Retain ~~2~~ years, then destroy.

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Talked to [redacted] about
1a, 2a and 3a dispositions.
Destruction periods are okay,
but retention periods indicated here are not
long enough to meet destruction
periods.

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